

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

7

February 25, 2003

FROM: BILL INGRAHAM, Director
Department of Airports

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY AND THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY FOR PROVISION OF AIRPORT CONSULTING SERVICES

RECOMMENDATION: Approve a Memorandum of Understanding for the provision of professional airport advisory services by the County to the San Bernardino International Airport Authority.

BACKGROUND INFORMATION: The San Bernardino International Airport Authority (SBIAA) is a joint powers authority whose members include the County and the cities of Colton, Highland, Loma Linda, and San Bernardino. The SBIAA operates San Bernardino International Airport (Airport) for the benefit of the members and the public. Such operation is subject to strict regulation and review by federal and state agencies, including the Federal Aviation Administration (FAA) and the California State Department of Transportation (Caltrans).

At the present time, the SBIAA is without an Executive Director and will remain so pending final decisions regarding the nature of development and operation organizations for the Airport. In the interim, a transition team comprised of professionals with finance, legal, and real estate experience is overseeing the day-to-day operations of the Airport. The members of the transition team do not have sufficient airport experience or knowledge to assure compliance with the above-referenced regulations and standard airport management practices.

The County Department of Airports includes individuals that have the airport-specific professional experience and technical knowledge. The proposed Memorandum of Understanding is to facilitate access by the SBIAA to technical advice, review, evaluation, and recommendations in a variety of areas, including grant-funded capital improvement projects, FAA and Caltrans compliance, master planning, physical systems, airport operations, leasing and rate setting, and landlord-tenant relations. Further, the Memorandum of Understanding establishes the County Director of Airports as the SBIAA liaison with the FAA and Caltrans regarding issues of airport compliance, certification, grant funding, and airport operating permits.

The Memorandum of Understanding provides that services be limited to those that can be provided with available Department of Airports staff and resources and that the SBIAA compensate the County for expenses incurred in providing services, including labor costs with benefits and payroll additives.

The Memorandum of Understanding may be terminated by either party upon 30 days' written notice to the other party.

REVIEW BY OTHERS: This item was reviewed by County Counsel (Fiona Luke, Deputy County Counsel) on February 7, 2003, and the County Administrative Office (Tom Forster, Administrative Analyst) on February 14, 2003.

FINANCIAL IMPACT: Cost of the Airports Department related to services under this MOU shall be reimbursed by SBIAA. Therefore, there is no net financial impact associated with this item.

SUPERVISORIAL DISTRICT(S): Fifth.

PRESENTER: Bill Ingraham, 387-7802.

Record of Action of the Board of Supervisors

7